



## Department of Energy

**Ohio Field Office  
P.O. Box 3020  
Miamisburg, Ohio 45343-3020**

November 26, 2003

### Prospective Offerors:

This letter transmits Request for Proposal (RFP), No. DE-RP24-04OH20178, for infrastructure services at the Portsmouth and Paducah Sites. The Ohio Field Office (OH) of the United States Department of Energy (DOE) is requesting responsible small business concerns to submit proposals to perform these services at the sites located in Piketon, Ohio and Paducah, Kentucky. Guidance on the impact of teaming arrangements on small business size status is provided in L.1 of the RFP.

This letter provides only a summary of the salient elements of the RFP. This letter is not an integral part of this RFP. In the event of any conflict between this letter and the RFP, the RFP will prevail. Offerors are cautioned to examine carefully the entire RFP.

The Government intends to award two cost-plus-award-fee (CPAF) contracts resulting from this solicitation, one for the site at Piketon and one for the site at Paducah. Offerors shall propose estimated cost, fixed fee for the first four months after the transition period, and base and award fees for the remaining period as specified in Section B. **Offerors who choose to submit proposals for both sites must submit a separate SF33, separate solicitation and separate technical and cost proposals for each site. Do not submit a SF33, solicitation, technical and cost proposals that combine the two sites.**

The Government intends to evaluate proposals and award both contracts without discussions with offerors (except clarifications as described in FAR 15.306(a)). Proposals will be evaluated in accordance with the evaluation criteria in Section M of the RFP and applicable Federal laws and regulations. Section L provides detailed proposal preparation instructions to the offerors. The offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions, if the Government later determines them to be necessary. The contract period includes:

Transition Period: May 20, 2004 through August 19, 2004

Performance Period: August 19, 2004 through May 19, 2009

Certain fee parameters have been specified in Section B of the RFP. The offeror must insert the site name, and proposed amounts for estimated cost, fixed fee, base fee and award fee as well as totals for the contract and by fiscal year into blanks in Clauses B.1 and B.2 for each site proposed. Fee will be paid on a provisional basis as specified in Clause B.2 and B.5.

The contractor is required to submit a baseline consistent with the terms and conditions of the contract and the offeror's proposal within 90 days after contract award in accordance with clause H.1.

Site Tours are being conducted as specified in Section L of the RFP. A pre-proposal conference will be conducted on December 8, 2003 and the details are provided in Section L of the RFP. Answers to questions that are submitted as a result of either attendance at the preproposal conference or during the site tours will **only** be provided on the RFP web page. The address of the web page is as follows:

<http://www.ohio.doe.gov/pppoinfrastructure>

Offers are due by 4:00PM EST on January 28, 2004 and must comply with the provisions of Section L.12. All recipients of this RFP are cautioned to contact only the designated DOE point of contact (Shirley Vogel) until after contract award. The electronic email address for the Infrastructure SEB is:

[pppoinfrastructure@ohio.doe.gov](mailto:pppoinfrastructure@ohio.doe.gov)

Sincerely,

/original signed by/  
Shirley C. Vogel  
Contracting Officer  
Source Evaluation Board

Attachment:

RFP DE-RP24-04OH20178